

REQUIREMENTS FOR CAREER AND TECHNICAL EDUCATION CERTIFICATES

EDUCATION AND TRAINING, K – 12

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

➤ PROVISIONAL CAREER AND TECHNICAL EDUCATION, K-12 EDUCATION AND TRAINING CERTIFICATE

The Provisional certificate is valid for 3 years and may be extended once for 3 years.

Requirements for the Provisional Career and Technical Education (CTE), K-12 Education and Training Certificate are:

1. Completed [Application for Certification](#)
2. Appropriate Fee (See *Application for Certification*)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. **Option A, B, C, D or E:**
 - A. Bachelor's degree in an education or training field:
 1. A Bachelor's or more advanced degree in an education or training field from an accredited institution.
 2. Thirty semester hours of courses in education or training; and
 3. Two hundred forty clock hours of [verified work experience](#) in an education or training occupational area*.
 - B. Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
 1. A valid Arizona Provisional or Standard teaching certificate.
 2. Three semester hours of courses in career and technical education methods or content in education and training; and
 3. One year of the most recent teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a PreK-12 school setting and issued during the term of the Arizona teaching certificate exhibiting satisfactory performance in the classroom; and
 4. Two hundred forty clock hours of [verified work experience](#) in an education or training occupational area*.
 - C. Business and industry professional:
 1. Six thousand clock hours of [verified work experience](#) in an education or training occupational area*.
 - D. Valid teaching certificate in career and technical education from another state:
 1. A valid teaching certificate in career and technical education in an education or training area from another state.
 - E. Bachelor's degree in education or training teacher preparation program:
 1. A Bachelor's or more advanced degree in an education or training teacher preparation program from an accredited institution; and
 2. Two hundred forty clock hours of [verified work experience](#) in an education or training occupational area*.

***Approved Education and Training Occupation Areas:**

Occupational areas of secondary education and teaching; junior high/intermediate/middle school education and teaching; elementary education and teaching; kindergarten/preschool education and teaching; early childhood education and teaching; adult education and teaching; and special education.

Requirement # 5 must be completed within three years *

5. Structured English Immersion (SEI) Endorsement *

The SEI endorsement requires **ONE** of the following (option A, B, or C):

 - A. Official transcript documenting a three (3) semester hours State Board approved SEI course or comparable SEI training from another state.
-OR-
 - B. Certificate of training documenting completion of forty-five (45) clock hours of State Board approved SEI training or comparable SEI training from another state.
-OR-
 - C. Teachers and administrators who hold a **Full** English as a Second Language (ESL) or **Full** Bilingual Education endorsement are exempt from the SEI requirement. Note: The Provisional ESL and Provisional Bilingual endorsements will **NOT** meet the SEI endorsement requirement.

*** Note:** All classroom teachers and certified administrators must hold a valid SEI endorsement, or a full ESL or full Bilingual Endorsement. The SEI endorsement requirement may be waived for a period not to exceed one year for individuals who apply and otherwise qualify for a Provisional CTE certificate under any option that does not require a valid Arizona teaching certificate.

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Requirements # 6 and # 7 must be completed within one year or three years. **

6. Arizona Constitution (a college course or the appropriate examination).
7. U.S. Constitution (a college course or the appropriate examination).

➤ **EXTENSION OF THE PROVISIONAL CAREER AND TECHNICAL EDUCATION, K – 12 EDUCATION AND TRAINING CERTIFICATE**

The Provisional CTE may be extended once for 3 years. All requirements for extension of the Provisional certificate must be met.

Requirements for extension of the Provisional CTE, K-12 Education and Training Certificate are:

1. A completed **Application to Extend a Provisional Career and Technical Education Certificate**
2. Appropriate fee (see Application to Extend Provisional Career and Technical Education certificate)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information, visit the [Arizona Department of Public Safety](http://www.azdps.gov) website or call (602) 223-2279.
4. Completion of one-half the required semester hours of courses for the Standard CTE, K-12 Education and Training Certificate under the same option. Individuals may use up to 18 semester hours of CTE professional development towards the education coursework requirements of a standard CTE certificate. The professional development must be approved through the CTE division and must be documented on the CTE approved certificate of training form in order for it to be used in lieu of college/university educational coursework. Fifteen clock hours of training is equivalent to one semester hour of coursework.
5. A valid Structured English Immersion endorsement. **NOTE:** *Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.*
6. Professional Knowledge Secondary Exam.
One of the following:
 - A. A passing score on the *NES Assessment of Professional Knowledge: Secondary* **OR** A passing score on the AEPA Professional Knowledge Secondary (replaced by the NES Assessment).
 - B. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency. **Submit the original score report at time of application.**
 - C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
 - D. Three (3) years of full-time teaching K-12. Submit a [Teaching Experience Verification form](#) signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.

AEPA/NES EXAM INFORMATION:

For further information regarding National Evaluation Series (NES) and/or Arizona Educator Proficiency Assessments (AEPA), please visit the following websites: <http://www.aepa.nesinc.com>.

SEI ENDORSEMENT INFORMATION:

For further information regarding SEI endorsement training, please visit <http://www.azed.gov/educator-certification/sei/>.

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➤ REQUIREMENTS FOR STANDARD CAREER AND TECHNICAL EDUCATION AND TRAINING CERTIFICATE

The Standard CTE certificate is valid for 6 years and may be renewed.

Requirements for the Standard CTE, K-12 Education and Training Certificate are:

1. A completed **Application to Convert a Provisional Career and Technical Education Certificate**)
2. Appropriate fee (see *Application to Convert a Provisional Career and Technical Education Certificate*)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).
4. A valid Structured English Immersion endorsement. **NOTE:** *Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.*
5. Option A, B, C, D or E:
 - A. Bachelors degree in education and training:
 1. Qualification under Option A for the Provisional CTE, K-12 Education and Training Certificate;
 2. Eighteen semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Education and Training Certificate. Eighteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
 3. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Education and Training classroom during the term of the Arizona Provisional CTE Education and Training Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.
 - B. Valid non-CTE Arizona teaching certificate or an Arizona CTE teaching certificate in another content area:
 1. Qualification under Option B for the Provisional CTE, K-12 Education and Training Certificate;
 2. Twelve semester hours of courses in professional knowledge to include:
 - a. Nine semester hours of courses in education and training subject knowledge; and
 - b. Three semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Education and Training Certificate. Three semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
 3. An additional two hundred forty clock hours of [verified work experience](#) in an education and training occupational area. Hours may have been accumulated before obtaining the Provisional certification.
 4. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Education and Training classroom during the term of the Arizona Provisional CTE Education and Training Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.
 - C. Business and industry professional:
 1. Qualification under Option C for the Provisional CTE, K-12 Education and Training Certificate;
 2. Fifteen semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional technology, educational philosophy, or classroom management. Fifteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
 3. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Education and Training classroom during the term of the Arizona Provisional CTE Education and Training Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate

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administrator, to document satisfactory teaching evaluations.

D. Valid teaching certificate in career and technical education from another state:

1. Qualification under Option D for the Provisional CTE, K-12 Education and Training Certificate; and
2. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Education and Training classroom during the term of the Arizona Provisional CTE Education and Training Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.

E. Bachelor's degree in education and training teacher preparation program:

1. Qualification under Option E for the Provisional CTE, K-12 Education and Training Certificate;
2. Eighteen semester hours of courses in professional knowledge, to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching career and technical education, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management. Hours may be obtained prior to issuance of the Provisional CTE, K-12 Certificate-Education and Training. Eighteen semester hours may be obtained through Department-CTE approved professional development. Fifteen clock hours equals one semester hour; and
3. Two years of satisfactory teaching approved by a certified administrator, or the administrator's designee, in a secondary CTE Education and Training classroom during the term of the Arizona Provisional CTE Education and Training Certificate. Submit the [Teaching Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.

5. Professional Knowledge Secondary Exam.

One of the following:

- A. A passing score on the *NES Assessment of Professional Knowledge: Secondary* **OR** A passing score on the AEPA Professional Knowledge Secondary (replaced by the NES Assessment).
- B. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency. **Submit the original score report at time of application.**
- C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
- D. Three (3) years of full-time teaching K-12. Submit a [Teaching Experience Verification form](#) signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.

6. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (IVP**) fingerprint card (plastic).**

➤ RENEWAL OF THE STANDARD CAREER AND TECHNICAL EDUCATION, K – 12 EDUCATION AND TRAINING CERTIFICATE

The Standard certificate may be renewed 6 months before it expires. All requirements for the renewal of the Standard certificate must be met.

Requirements for the renewal of the Standard CTE, K-12 Education and Training Certificate are:

1. One hundred eighty (180) clock hours of professional development after the most recent issuance or renewal of the Standard CTE certificate.
2. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).